



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES



MEMORANDUM FOR PROSPECTIVE OFFEROR

FROM: 374 CONS/LGCB
Unit 5228, Bldg. 620, Yokota Air Base
Fussa-shi, Tokyo 197-0001

SUBJECT: Notice to Offerors, Solicitation F62562-03-R-0067, Inspection and Maintenance of Various Elevators in O&M facilities at Yokota Air Base

1. The following information is provided to supplement subject solicitation:

a. **Contract Assistance.** Any questions regarding this solicitation may be referred to the 374th Contracting Squadron/LGCBB, Mr Kiyotaka at 042-552-3010 or 225-7621. The Contracting Officer may be reached at ray.fletcher@yokota.af.mil. Please reference the solicitation number when making inquiries.

b. **Submission of Offers.** Submit signed and dated offers to the office specified in this solicitation at or before the time specified in this solicitation, in one original copy. The submission shall be made in a sealed envelope, marked with the solicitation number, and the proposal submission due date and time specified in this solicitation. The offers shall provide the following information:

(1) Standard Form (SF) 1449. Complete Blocks 12, 17a, 17b (when applicable), 30a, 30b, and 30c of the SF 1449. By completing the SF 1449, the offeror accepts to the contract terms and conditions as written in the solicitation.

(2) Supplies or Services and Prices/Costs (Continuation of Blocks 19 through 24 of SF 1449). Complete with proposed unit price and extended amount for each listed line item.

(3) Remittance Address (Continuation to Block 17b of SF 1449). Provide remittance address when Block 17b is checked.

(4) FAR 52.212-3, Offeror Representations and Certifications – Commercial Items. Complete all the necessary fill-ins and return in its entirety.

(5) Acknowledgment of solicitation amendments by signature when issued.

(6) Any other page(s) of the solicitation that may require a fill-in entry by the offeror.

(7) Local offerors may obtain the location and phone number of Dun & Bradstreet Japan Ltd (D&B Japan) services office from the Internet home page at URL of DUNS Number Search Service:

Japanese: <http://www.duns-number.jp/search/jpn/login.asp>

English: <http://www.duns-number.jp/search/eng/jogin.asp>

c. **Clauses or Provisions Incorporated by Reference:** The solicitation and resultant contract incorporates one or more clauses or provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause or provision may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/VFFARA.HTM>
<http://farsite.hill.af.mil/VFDFARA.HTM>
<http://farsite.hill.af.mil/vfaffara.htm>

d. Notice of Pre-Proposal Conference:

(1) A pre-proposal conference will be conducted at Conference Room 10 5 374 CONS/LGC, Bldg 620, Yokota AB, at 09:00 a.m. on 1 Aug 03 JST for the purpose of answering questions regarding this solicitation. Submit the names of all attendees to Mr. Keisuke Kiyotaka, Contract Administrator, at 042-552-3010 or keisuke.kiyotaka@yokota.af.mil prior to 31 Jul 03. This information must be provided in advance in order to ensure access to the military base/conference site and adequate seating for the conference attendees.

(2) Offerors are requested to submit questions to the point of contact noted above not later than 1 Aug 03. Information provided at this conference shall not qualify the terms and conditions of the solicitation, statement of work, or specifications and will remain unchanged unless the solicitation is amended in writing. If an amendment is issued, normal procedures relating to the acknowledgment and receipt of solicitation amendments shall apply. A record of the conference shall be made and furnished to all prospective offerors.

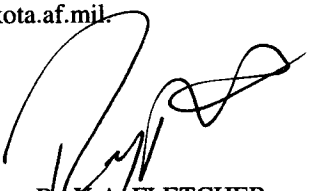
e. Site Visit. Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

f. Commercial And Government Entity (CAGE) Code Reporting. The offeror is requested to enter its CAGE code on its offer in the block with its name and address. The CAGE code entered must be for that name and address. Enter "CAGE" before the number. If the offeror does not have a CAGE code, it may ask the Contracting Officer to request one from the Defense Logistics Information Service (DLIS). Offerors may not delay submission of the offer pending receipt of a CAGE code. If your organization does not already have an NCAGE assigned, for most countries you can obtain one by connecting to http://www.dlis.dla.mil/Forms/Form_Ac135.asp

g. Funding: Funds are not presently available for this project. No award will be made under this solicitation until funds are available. The Government reserves the right to cancel this solicitation, either before or after the closing date.

h. Invoices: An original invoice shall be submitted to the Quality Assurance Personnel (QAP) on a monthly basis for acceptance of services. The QAP will then forward to the Contracting Officer for certification. Invoices shall contain the information required by FAR 52.212-4(g).

2. If you have any questions, please contact Mr. Keisuke Kiyotaka, Contract Administrator, by phone at 042-552-3010/Fax 042-552-9846 or e-mail at keisuke.kiyotaka@yokota.af.mil.


RAY A. FLETCHER
Contracting Officer

7/28/03